

Job Title: TECHNICAL MANAGER VI - SENIOR METROPOLITAN PLANNING MANAGER - IPR#46135

Agency : Department of Transportation

Closing Date/Time: 04/05/2023

Salary: \$6,670 - \$11,020 Monthly

Job Type: Salaried Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

***This position is covered by the Revolving Door Prohibition Policy.**

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement

The Illinois Department of Transportation is seeking to hire a Senior Metropolitan Planning Manager.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually
- Employees earn (3) paid Personal Days annually
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is accountable for the management of the Metropolitan Planning Program in northeastern Illinois.

Annual Metropolitan Planning Program: \$40 million

Annual Metropolitan Transportation Improvement Program: \$3.1 billion

Multi-Year Metropolitan Transportation Improvement Programs: \$13.5 billion

Metropolitan Planning Organizations (MPO): 16

This position reports to the Metropolitan Program Planning Section Chief. There are no subordinates reporting to this position.

This position is responsible for directing transportation planning for northeastern Illinois so that it results in information necessary to prepare the annual and multi-year Transportation Improvement Program, Unified Work Program (UWP), and the regional transportation plan for the metropolitan area. The incumbent should understand, interpret, and apply federal regulations to the transportation planning process. S/He maintains a close working relationship with the staff of the Chicago Metropolitan Agency for Planning (CMAP), Regional Transportation Authority (RTA), and other transportation providers in the region. The incumbent develops and maintains working relationships with many municipal and county governments in the region, the twelve councils of mayors, public interest groups, and business organizations. In working with these groups, the incumbent is continually aware of the sensitive relationships between the state and local agencies.

The greatest challenge of this position is to ensure that the department's transportation planning resources are used by the CMAP and other agencies to develop implementable plans and programs consistent with statewide goals. Typical problems faced by the incumbent are agreement and expenditure tracking; coordinating activities of all members of the MPOs in order to produce useful products; providing leadership to the MPO agencies in resolving conflicts; working with the toll highway authority staff, City of Chicago staff and other participating agencies on major project planning; providing policy guidance to MPO staff; coordinating the department's relationships with community and environmental organizations; and serving as the department's liaison to local elected officials in northeastern Illinois regarding transportation planning issues.

(Job Responsibilities continued)

The incumbent manages the development of a comprehensive UWP for northeastern Illinois that defines the work activities necessary to produce transportation plans that are compatible with the department's objectives. S/He resolves administrative, financial, procedural, and technical issues that arise with the various planning and participating agencies. S/He coordinates the preparation of all technical and procedural documents required to ensure annual certification of the transportation planning process for the metropolitan area to remain eligible to receive federal funds. The incumbent identifies planning studies required to satisfy the transportation needs and deficiencies for metropolitan areas. S/He approves invoices of planning agencies for payment and reviews planning products and work performed by local agencies for consistency with contract requirements. The incumbent guides the planning efforts of the MPOs toward compatibility with broad state investment priorities, policy goals, and programming objectives but never loses sight of the local area's right to make their own transportation decisions. The incumbent resolves all problems relating to the preparation of local planning products and makes recommendations relating to departmental policy for metropolitan program planning. S/He explains and interprets federal regulations and requirements which are applicable to metropolitan planning and programming. The incumbent administers the Metropolitan Planning Program and State Planning and Research Program grants for northeastern Illinois.

The incumbent is given broad latitude to take actions deemed appropriate to accomplish accountabilities. The incumbent is constrained by departmental policies. S/He has the authority to make direct contact with federal agencies and executive staff of the MPO member agencies. The incumbent uses his/her discretion as to matters which should be referred to the Metropolitan Program Planning Section Chief.

The incumbent has frequent internal contacts with the Director and Deputy Director of the Office of Planning and Programming (OPP) and Bureau Chief of Planning, as well as with staff in the Offices of Chief Counsel, Highways Project Implementation, and Intermodal Project Implementation to outline local and regional urban transportation planning objectives. S/He provides regular briefings to the Secretary of Transportation regarding planning issues in northeastern Illinois. External contacts include the staff from the MPO, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), local elected officials, and municipal councils, along with top management staff of other transportation and regional planning agencies to coordinate and administer the metropolitan planning process. The incumbent serves on numerous committees of the MPO that guide program development. S/He will represent the department at various meetings. Occasional statewide travel with overnight stays is required.

The effectiveness of this position is measured by the degree to which the transportation plans and programs within metropolitan areas recognize state and local goals and objectives, harmonious relationships between

participants in the planning process in northeastern Illinois and the OPP are achieved, and planning funds are wisely expended.

Principal Accountabilities

1. Directs the Metropolitan Planning Program in northeastern Illinois.
2. Ensures that planning funds under his/her purview are expended judiciously and within constraints of the law and regulation.
3. Negotiates contracts between the MPO and the department for the administration of federal metropolitan planning funds.
4. Resolves policy, financial, technical, administrative, and procedural problems that arise in the development of regional plans and programs.
5. Provides effective liaison between the department and staff in regional planning agencies, elected officials, participating agency staff, and other participants in the planning process of the development of the Metropolitan Planning Program.
6. Provides leadership to MPO members in ensuring that the planning process meets the expectations for northeastern Illinois.
7. Reviews and evaluates the technical validity of work products and monitors program accomplishments.
8. Provides liaison activities between the department and other participating agencies in the planning of major regional projects.
9. Administers the Metropolitan Planning Program and State Planning and Research Program grants for northeastern Illinois.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
11. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in planning, public policy, business, accounting, or public administration PLUS four years of experience administering transportation planning programs, processing grants, or a combination thereof; OR
 - Twelve years of experience administering transportation planning programs, processing grants, or a combination thereof
- Two years of supervisory experience
- Valid driver's license
- Occasional statewide travel with overnight stays

Position Desirables

- Working knowledge of transportation planning, urban planning, or government management studies
- Familiarity with urban transportation program planning process
- Ability to perform complex public communication tasks
- Proficient in the Microsoft Office Suite

Work Hours: 8:00 AM - 4:30 PM Monday - Friday

Work Location: 2300 S Dirksen Pkwy Springfield, IL 62764-0001

Work Office: Office of Planning and Programming, Bureau of Planning

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Administration/Management; Fiscal/Finance/Business

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com